



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Management Analyst</b>
<b>Class Code Number</b>	<b>1100</b>

### General Statement of Duties

Provides a full range of administrative and analytical services related to City programs, policies, and administration; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide a full range of administrative and analytical services related to City programs, policies, and administration. The work is performed under the supervision and direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned clerical, technical, and professional personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Plans and coordinates various City development programs, including defining and implementing potential projects and coordinating projects with other government agencies;
- Manages work programs for City staff and consultants, including conducting regular meetings to facilitate efficient communication and coordination of work efforts between City staff and consultants;
- Performs a variety of public relations functions for the City, including serving as the City's representative on various intergovernmental, professional, and civic committees, serving as liaison between the City and other agencies, professional, community and civic organizations, a variety of interest groups, and the general public, and serving as spokesperson for assigned projects as required;

- Researches and analyzes public policy issues and provides written summaries to appropriate others, including developing policy alternatives and recommendations for consideration, preparing related City ordinances and resolutions for approval, and advising key staff regarding policy issues that may be of concern to the City;
- Performs staff support functions to assigned commissions, including reviewing agendas and minutes, and providing expertise in the development of ordinances, the public hearing process, and City programs;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Thorough knowledge of guidelines and standards affecting the administration and operations of municipal government;
- Thorough knowledge of funding sources and budgeting principles for development activities;
- Thorough knowledge of relevant Federal, State, and local laws and regulations;
- Thorough knowledge of appropriate regulatory agency contacts;
- Thorough knowledge of administrative principles and methods, including goal setting, program development, and program implementation;
- Thorough knowledge of municipal government principles, practices, and programs;
- Thorough knowledge of legal guidelines and standards affecting the administration and operations of City government;
- Thorough knowledge of the principles and practices of contract administration;
- Thorough knowledge of land use regulations;
- Ability to manage and implement a variety of City programs;
- Ability to analyze and interpret complex laws relating to development;
- Ability to coordinate multiple projects to timely completion;
- Ability to prepare clear and concise written materials and reports;
- Ability to exercise sound judgment and develop creative problem solving;
- Ability to have excellent writing and organizational skills;
- Ability to keep current on environmental laws and regulations;
- Ability to maintain effective working relationships with regulatory agency representatives;
- Ability to work with community groups and commissions;
- Ability to make effective use of print and television media;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Public Administration, Planning, Business Administration, Finance, or Economics, or a related field; and
- Considerable (four to six years) experience in government, planning, environmental planning, and/or management.

### **Required Special Qualifications**

- Valid Class C California State Driver's license.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.